

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): International Committee of the Red Cross (ICRC)

Travel date(s): 01-09 July 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$3794	\$832	\$478	airport taxi/parking - \$100
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached itinerary

12/1/17
(Date)

Lane Bodian
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/1/17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

Program

SATURDAY, JULY 01, 2017	
DEPART WASHINGTON, D.C.	
17 :40	<p>Depart Washington Dulles International Airport (IAD) - 8 pax <i>United Airlines Flight 950 (as at 26 June)</i></p> <p><i>2 pax in other different flights</i></p>
SUNDAY, JULY 02, 2017	
<p>3 ARRIVALs in KINSHASA, DRC ; picked up by ICRC</p> <p>Please take note that the distance from Airport to Town takes one hour ride by car.</p>	
13 :05	<p>Arrival of <i>Jean Woynicki</i> (1 pax) KQ554 NAI-KIN 11:45-13:05 Airport pick-up and transfer to Grand Hotel; by Nicolas Lambert, Deputy Head of Delegation</p>
17 :20	<p>Arrival of <i>Chris Upchurch</i> (1 pax) AF888 PAR-KIN 10:30-17:20 Airport pick-up and transfer to Grand Hotel; by Tanguy de Blauwe, Protection Coordinator</p>
20:10	<p>Arrival of 8 pax (namelist in separate file) BRU-KIN SN-359 10:35-20:10 airport pick-up and transfer to Grand Hotel, by Christine Cipolla, Head of Delegation</p>
22:00	<p>Hotel check-in and light dinner (optional) Overnight at Hotel</p>
MONDAY, JULY 03, 2017	
KINSHASA; WELCOME & COUNTRY BRIEFINGS	
08:30-08 :45	Hotel pick-up and transfer to ICRC delegation
08 :45-09 :00	<p>Arrive at ICRC Delegation Kinshasa Welcome by Head of Delegation, Christine Cipolla</p>
09:00-10 :00	<p>General situation briefing by Head of Delegation, Christine Cipolla</p>
10:00-12 :30 (10 :45-11 :15 Coffee-break)	<p>Briefing on ICRC programs by Departments; Tanguy de Blauwe, Protection Coordinator Jean-Marc Burri, Water-Habitat Coordinator Brigitte Noel, Health Coordinator Bruno Mesureur, Economics Security Coordinator Ernest Haridi, Assistant, Cooperation Department</p>

SATURDAY, JULY 08, 2017

08:30-09 :00	Pick up from Hotel Kivu Lodge, transfer to ICRC Sub-Delegation
09:00-10 :15	PRP Briefing and visit to Shirika la Umoja
10:15-10 :30	Transfer to ICRC Sub-Delegation
10:30-12 :00	Debriefing of the visit with HoSD and DHoSD from Goma and Bukavu
12:00-12 :30	Transfer and arrive at Hotel Kivu Lodge
12:30-13:30	Lunch and hotel check-out
13:30-14 :30	<p>Pick up from Hotel Kivu Lodge, and arrive at Goma's airport for the departure;</p> <p>1) ET-800 GOM-ADD 16:00-19:45 (con. ET-500 ADD-WAS 20:45-08:40*) - 9 pax</p> <p>2) Monusco GOM-KIN 16:30-</p>

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